

Personnel 15

7 February 1968
Deputy Director of Personnel for
Recruitment & Placement - Mr.

5E67 Hqs.

For your retention. Copies of your memorandum and of the ads were sent to General Counsel, Director of Security, and to the Assistant to the Director.

151

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SA-DD/S

7D02 Hqs.

Distribution:

Orig - Adse w/O of the Haight-Ashbury Tribune & Florida Free Press
1 - DD/S Subject
1 - DD/S Chrono

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Personnel 15
9 JAN 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Agency-Identified Recruitment Advertising

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 5.

2. In order to encourage the application of more people with education, training, and experience of possible interest to the Agency, we need to make our interests more broadly known. Our present recruitment brochure, while well-suited for use on college campuses and in responding to "write-in" applicants, is too expensive for wider use.

3. The attached proposed brochure-application form gives a brief description of the Agency's mission, its personnel requirements, and provides a convenient way for potential applicants to furnish us with sufficient information about himself to judge whether we should pursue him seriously as an employment candidate. We propose to use this form at U. S. Civil Service Information Centers, military discharge points, professional association conventions, state employment offices and on college campuses.

4. The Recruitment Advertising Committee has reviewed and endorsed this proposed form.

5. It is recommended that you approve the attached brochure-application form for publication and use as described above.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Att.

Concur:

SIGNED R. L. Bannerman

30 JAN 1968

R. L. Bannerman
Deputy Director
for Support

Date

The recommendation contained in paragraph 5 is approved:

15/1/68
/s/ R. L. White
Executive Director-Comptroller

Date

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Approved For Release 2003/04/29 : CIA-RDP84-00780R002300190070-2

Approved For Release 2003/04/29 : CIA-RDP84-00780R002300190070-2

TRANSMITTAL SLIP			22 January 1968
TO: -Mr. Bannerman via Mr. [REDACTED]			
ROOM NO.	BUILDING	Mr. [REDACTED]	
<p>REMARKS: I have been holding this pending some indication from the Office of Personnel as to what further pieces there may be to this recent spate of advertising matter.</p> <p>[REDACTED] says that this completes the basic package (recruitment brochures; ad for college publications; wall poster for college placement offices, and this brochure application form), although we may understandably be asked to clear spot ads from time to time.</p> <p>Recommend your concurrence, with indicated change on page 1. [REDACTED]</p>			
FROM: [REDACTED]			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)